

# Syllabus Creation Checklist

Polk State College Procedure 1001 details the specific information that must be included in a course syllabus. You must also distribute a copy of the basic course information sheet (BCI) or include a link to the BCI in your syllabus and show it to students during the first class meeting. BCIs are available on the Polk State website at [www.polk.edu/bci](http://www.polk.edu/bci). BCIs should not be changed or edited in any way. For additional information about BCIs and syllabi, please contact your department coordinator, program director, mentor, associate dean, or dean.

## 1. Required Information

- General Course Information
  - Course title, prefix and number, and section number
  - Semester for the course offering
  - Class meeting days, times, and classroom number(s)
- Instructor Information
  - Instructor name
  - Polk State telephone number, if applicable
  - Office location, if applicable
  - Polk State e-mail address
  - Instructors are required to regularly check their Polk State e-mail and use it for all communications with students.
  - Posted office hours
- Textbook Information
  - Book title, author, and edition
  - Book ISBN number (recommended)
  - Additional required materials
  - Textbook information is available from your department coordinator, program director, or mentor. Instructors are required to use the textbook that has been selected for the course.
- Attendance Policy

Polk State College does not have an official attendance policy. It is up to individual instructors to set the attendance policy for their class. It should be clearly explained in the course syllabus. Some instructors choose to withdraw students from their course if they miss a specified number of classes. Students who are withdrawn from courses before the withdrawal deadline will receive a W. Students who are withdrawn from courses after the deadline will receive a grade of F. The withdrawal deadline can be found on the academic calendar.
- Work Missed Policy (policies for making up missed work)

❑ Evaluative Criteria (instructor grading policy)

Instructors should clearly explain their evaluative criteria. The syllabus should include all assignments, their value or weight toward the final course grade, and descriptions of each, if possible. Some courses use standardized assignments and/or grading scales. Consult the BCI, your department coordinator, program director, mentor, associate dean, or dean.

❑ Withdrawal Deadline

The withdrawal deadline can be found on the academic calendar, which can be accessed by visiting [polk.edu](http://polk.edu) and clicking the calendar link at the top of the screen.

❑ Academic Dishonesty Policy (including penalties)

Instructors must clearly explain their policies and penalties for dealing with academic dishonesty, which includes cheating and plagiarism. A sample academic dishonesty statement follows. Feel free to edit as appropriate.

*Plagiarism of written or oral work is prohibited and will not be tolerated. This includes but is not limited to: using information or quotations without proper citation, directly copying all or parts of papers, or submitting someone else's work as your own. Cheating is also prohibited and will not be tolerated. This includes but is not limited to: cheating on tests and quizzes, signing anyone's name other than your own for attendance or participation purposes, or sharing responses to homework assignments. Penalties for plagiarism or cheating may include receiving an F on the assignment, receiving an F in the course, or other disciplinary action as determined by the college. For more information about the college's cheating and plagiarism policy please consult the current Polk State College Student Handbook and Catalog.*

❑ Use of Plagiarism Detection Service (if applicable)

Instructors must notify students if they plan to use a plagiarism detection service, such as Turnitin.com. Below are statements that should be included in the course syllabus based on how the service will be used.

- ❑ If students are required to submit their paper to a plagiarism detection service via the PAL Dropbox:

*This course utilizes an automatic plagiarism detection service. Your paper will be submitted to the service upon submission to selected PAL dropbox folder(s). Please remove your name from your paper prior to submission. For more information about this service, please visit <http://www.turnitin.com>.*

- ❑ If students are required to submit their paper directly to a plagiarism detection service via its website or via a PAL external learning tool:

*This course utilizes an automatic plagiarism detection service. You are required to submit your paper to this service to check for originality. For more information about this service, please visit <http://www.turnitin.com>.*

- ❑ If the instructor will submit only select papers to a plagiarism checking service/software: (Note: Instructors must remove student name and other

personal information prior to submission.)

*This course utilizes an automatic plagiarism detection service. Your paper may be submitted to this service to check for originality. For more information about this service, please visit <http://www.turnitin.com>.*

- Course Calendar
  - Tentative schedule of topics
  - Tentative schedule of tests
  - Due dates for major assignments
- Final Exam Time and Date

## **2. Suggested Information**

- Description of Major Assignments
- Instructional Methods
- Supplementary Readings or Course Reserve Readings at the Library
- Additional Resources Such as Websites, etc.
- Tips and Strategies for Success
- Any Additional Administrative and Academic Policies that Pertain to the Class

## **3. Ideas to Make Your Syllabus More Learner-Centered**

- Available Library Resources
- Checklists
- Course Maps or Diagrams
- Detailed Assignment Information
- Examples of Past Student Work
- Grading Rubrics
- Learning Outcomes
- List of Professional Associations
- Study Tips
- Table or Chart to Track Grades
- Tips from Past Students